City of Bristol
Economic and Community Development Board

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Meeting ID: 837 8684 8679
Passcode: 104457

A Special Meeting of the CDBG Policy Committee will be held on Monday, October 27, 2025, at 4:40pm in Meeting Room 1-2, City Hall, 111 North Main Street, Bristol, CT.

I. Call to Order

II. Approval of Minutes

   A. Approval of minutes of the Special Meeting on August 4, 2025

III. Allow for any public comment on agenda items

IV. Discuss the utilization of ECD funding for community development

V. Adjournment

PER ORDER OF THE CHAIRPERSON

Howard Schmelder
Chairman

Economic & Community Development Department
CDBG Policy Committee Special Meeting

Monday, August 4, 2025 at 4:00pm
Meeting Room 2-1
City Hall, 111 N. Main St., Bristol, CT

ATTENDEES: Chairman Howard Schmelder, Commissioners Thomas Hick and Louise Provenzano (Zoom)

STAFF PRESENT: Dr. Dawn Leger, Grants Administrator; Justin Malley, ECD Executive Director

AGENDA

I. Call to Order

Chairman Schmelder called the meeting to order at 4:00pm. A quorum was present.

II. Approval of minutes of the Special Meeting of May 21, 2025

Chairmen Schmelder requested a motion to approve the Minutes from the May 21, 2025 Special Meeting. Commissioner Hick made the motion to approve the minutes, and the motion was seconded by the Chairman. All were in favor and the Minutes were accepted into the record.

III. Allow for any public comment on agenda items

There was no public comment.

IV. Discuss funding for CDBG Program Year 51

Dr. Leger reviewed the Pearl Transit CDBG Award with the Commission. She noted that the award notice was mailed to their Farmington, CT address provided on their CDBG Grant Application and had been returned as undeliverable. Dr. Leger then advised the Commission that through subsequent emails and calls to the Pearl Transit contact, it was discovered that they're not yet established in Bristol, and while they plan to be here in August, they are, in fact, in New Jersey.

Her recommendation was that Pearl Transit be allowed to reapply for a CDBG Grant in the future once they are established and operational in Bristol. Justin Malley added that other inconsistencies with their application also support the need to first have them set up in Bristol before moving forward with a grant award.

Dr. Leger then recommended that the $5,400.00 CDBG Grant originally awarded to Pearl Transit be reallocated, and provided two options on how to best decide where the funds go and in what amount(s). One option was to equally distribute the award between three agencies who focus on addressing the needs of the unhoused in Bristol. Homelessness is the CDBG Policy Committee's top priority and the funds would be aimed at assisting with that concern. The agencies named were Prudence Crandall – Shelter Services, Salvation Army Bristol Corps., and the St. Vincent DePaul Homeless Shelter.

The Committee discussed the proposed movement of funds as described, and agreed that adding them to existing CDBG award recipients who focus on helping the homeless population is best for keeping to the CDBG Policy Committee's goals for the city.

With discussion completed, Chairman Schmelder made the following Motion:

To accept the recommendation to reallocate the $5,400.00 originally awarded to Pearl Transit as additional grant award funds to the following recipients: $1,800.00 to Prudence Crandall – Shelter Services, $1,800.00 to Salvation Army Bristol Corps., and $1,800.00 to St. Vincent De Paul Homeless Shelter. I further move that these recommendations be provided to the ECD Board at their August 2025 Meeting with a request for their referral of the recommended grant award allocations to City Council and the Board of Finance for action.

Commissioner Provenzano seconded the motion. All were in favor and the Motion was accepted into the record.

V. Adjournment

With discussion concluded, the Chairman called for a motion to adjourn. The Motion was seconded by Commissioner Hick. All were in favor and the meeting adjourned at 4:07pm.

Respectfully submitted,

Sharon Arsego
Recording Secretary